Approved For Release APONTE MAN : 1938-1940 Py0-00211R000700170001-4
17 April 1961

EMORANDUM FOR: Director of Logistics
Chief, Management Staff

Chief, Management Staff

Chief, Management Staff MEMORANDUM FOR: Director of Logistics : Logistics - Records Management Staff Responsi-SUBJECT bilities for Stockpiling Filing Equipment : (a) Memo dtd 30 Mar 61 to C/Mgmt Staff fr D/Log, REFERENCE subj.: "Safe Filing Cabinet Requirements" (b) Memo dtd 4 Apr 61 to DD/S fr C/Mgmt Staff, subj.: "Supply Requisition for 150 Two-drawer Safes at \$340. 32 each - Total \$51,048" 1. I have reviewed the referenced memoranda and related papers. The purpose of this memorandum is to give you specific guidance in this particular case and general guidance for the handling of similar matters in the future. 2. It was not the purpose of either Regulation paragraph STAT paragraph 4, to vest responsibility for 3. a. (3), or Handbook determining stock levels of filing equipment with the Chief, Records Management Staff. Rather, these paragraphs were intended to ensure insofar as possible that the Agency's filing equipment was standardized. The maintenance of a proper stock level of such equipment is without question the responsibility of the Director of Logistics. However, it is also expected that in making such determinations, the Director of Logistics would avail himself of the advice and assistance of the Chief, Records Management Staff. 3. In this particular case it appears that we may have overlooked the possibility of a substantial return to stock of two-drawer safes when we move to the new building later this year and that we, in fact, do not need to reguisition 150 new ones. 4. The Director of Logistics is directed to re-examine this matter in the light of our move to the new building and to report his findings to the STAT Deputy Director (Support). L. K. White Deputy Director (Support)

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17 April 1961

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MEMORANIAUM FOR: Director of Logistics

• Chief, Management Staff

SUBJECT

: Logistics - Records Management Staff Responsibilities for Stockpiling Filing Equipment

REPERENCE

- : (a) Memo dtd 30 Mar 61 to C/Mernt Staff ir D/Log. subj.: "Safe Filing Cabinet Requirements"
 - (b) Memo dtd 4 Apr 61 to DD/S fr C/Mgmt Staff, subj. :"Supply Regulattion for 150 Two-drawer Safes at \$340, 32 each - Total \$31, 048"
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- 3. In this particular case it appears that we may have overlooked the possibility of a substantial return to stock of two-drawer sales when we move to the new bulkling later this year and that we, in fact, do not need to requisition 150 new ones.
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L. K. White Deputy Director (Support)

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FORM NO. 237 Replaces Form 30-4 which may be used.

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Approved For Release 2005/11/21: CIA-RDP70-00211R000700170001-4 378 can be returned as a result of the move since the non-insulated two-drawer will be available for use in the New Building. The insulated type would then be available to must the requirements of those people who do not move as well as the overseas needs.

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